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9 February 1979

MEMORANDUM FOR: Assistant for Information, DDA

FROM :
Chief, Information Systems Analysis StaffSUBJECT : Micrographics Consolidation Study

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1. The micrographics consolidation study that was submitted in 1977 recommended several changes that impacted on the Micrographics Branch. In brief, a recommendation was made to transfer the two MWPB systems analysts to P&PD and allow them to continue their normal functions. The branch chief's slot and that of his secretary was, however, to be retained in ISAS to provide for the overall monitoring of the Agency's micrographics program. The above recommendations did not result in any reductions in total headcount but if such reductions become necessary, I believe they could now be accommodated by eliminating our two current systems analysts positions entirely and transferring the chief's slot to RAB. In addition to reducing headcount, the objective behind such a move would be designed to make micrographics a much more integrated part of our overall information handling program and allow us to concentrate even more on the quality not the quantity of our present and future applications.

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2. Regarding this last comment, my own personal opinion is that for a number of years the "wonders" of microfilm have been oversold with little or no attention given to pointing out some of the disadvantages or limiting factors involved. We have been concentrating recently on increasing the quality of our various micrographics applications and I can't help but feel that this whole process might be speeded-up by incorporating the responsibility for micrographics in with the other RAB functions.

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3. It is true that the elimination of two systems analysts would greatly inhibit our ability to seek out and develop new microfilm applications but I am not all that convinced that this would necessarily be that bad. Reducing the manpower available for this function would force a quick change in the current order of priorities and making it a part of RAB could, in my opinion be an extremely powerful factor in establishing the rightful place of micrographics in the Agency's overall information handling and processing system.

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4. Other places to look. If possible sources for additional reductions must be identified, I would suggest that a close look be taken at the Office of Security micrographics operation. The 1977 recommendation to consolidate the bulk of the Agency's micrographics efforts in P&PD did not include the two programs run by the Office of Finance and the Office of Security. Finance runs a small two employee operation in Key Building and its uniqueness and location are such that it seemed best to leave it where it was. Security ran a much larger operation employing ten people but claimed basically that the sensitivity of the material being filmed was such that only OS personnel could handle it. If, however, some way could be found to transfer this entire program to P&PD, substantial headcount reductions should be possible. ☐

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Attachment to Memo "Micrographics Consolidation Study" 9 Feb 1979 were the following documents, which can be found in the file folder of same subject covering period 1977 and 1978:

Memo "Summary of Recommendation for the Consolidation of Micrographics" dated 16 Aug 77

Memo "Minutes of the 13 December 1977 Executive Advisory Group Meeting" dated 20 Dec 77

Memo "Consolidation of Micrographics Production Facilities" dated 27 Apr 78, DDA 78-1745

Memo "Consolidation of Micrographics Production Facilities" Routing sheet dated 6/13, memo number 78-0601

Note for Acting Director for Administration Dated 29 Oct 77 from J. Blake

Memo "Agency Micrographics Report - 1977" (note: this is filed in the Micrographics annual report folder

Memo "Consolidation of Micrographics Production Facilities" dated 27 Apr 78, DDA 78-1745

Purchase of A. B. Dick/Scott System 200 Updateable Microfiche Camera" Memo dated 19 Apr 78

Memo for Executive Advisory Group Members from Micrographics Task Force "Task Force Report on Proposal to Consolidate Micrographics Production Facilities" No date Filed in March 77

Memo "Use of Microfilm Copies of CIA Produced Finished Intelligence". No date. Filed March 1978

Memo "Further Consolidation of the DDA Micrographics Activities" dated 5 Dec 77

Memo "Formation of Task Force...." dated 23 Dec 77

Memo "Minutes of the 13 December 1977 Executive Advisory Group Meeting" dated 20 Dec 1977. Number 77-1773